

The Professional Administrator

Course Overview

You can take professional administration to new heights!

Quality professional administrators are sought after. It's a skill that not everyone has and there are good career opportunities for great administrators. Experienced professional administrators make life smooth for everyone else because they solve problems, communicate well and produce great documents. It's a skill you can learn and this course will teach you.

Level: 4 **Fee:** \$174.35 **Weekly Hours:** 15 **Credits:** 15 **Weeks:** 10

Learning Outcomes

On successful completion of this course students will be able to:

1. Use digital technologies to create complex documents in response to stakeholder requirements.
2. Collaborate and work effectively with others toward achieving team objectives.
3. Provide customer service strategies and apply problem solving techniques to meet stakeholder expectations in an ethically and socially appropriate manner.

Indicative Course Content

- Digital Technologies, may include; website, presentations, project, phone apps and widgets, social media.
- Software features
- Team work
- Creating a range of documents, to include but not limited to; specialist documents, technical, promotional, administrative, organisational, charts, presentations.
- Customer service policies and procedures

Assessment

No	Assessment Type	Weighting	Outcomes Assessed
1	Portfolio – Complex Documents	50%	1,3
2	Collaboration Assignment	50%	1,2,3



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Contact Us

Any questions or queries please contact one of our enrolment team members below:

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